

P+PA

2 JUN 1980

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Office Evaluation Conference

REFERENCE: Memo for multi adsee from C/MS/DDA, dtd  
29 Apr 80, Subj: Schedule and Theme for  
Office Evaluation Conference (DDA 80-1122;  
OL 0 1987)

1. As requested in the reference, attached is our proposed agenda for the Office Evaluation conference. The theme of reduced budgets and inflation hits three of our discussions so hard that each could easily take the 90 minutes. Because of the acute sensitivity of Printing and Photography Division, OL; Logistics Services Division, OL; and Real Estate and Construction Division, OL, to the theme, the organized presentations have been limited to these three divisions. In addition to the presenters whose names are shown on the agenda, the other members of my staff who will attend the conference are: STAT

STAT [redacted] Deputy Director of Logistics; [redacted]  
STAT Assistant Executive Officer; [redacted] Chief, Plans  
STAT and Programs Staff, OL; [redacted]  
OL; [redacted] Chief, Supply Division, OL; [redacted]  
Deputy Chief, Procurement Division, OL; and [redacted] STAT  
Chief, Procurement Management Staff, OL. STAT

2. You will be advised if there are any significant changes in the agenda prior to the 30 June conference. Please contact the Plans and Programs Staff, extension [redacted] if we can be of STAT further assistance.

/s/ James H. McDonald

James H. McDonald

Attachment  
As stated

SUBJECT: Office Evaluation Conference

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OL/P&PS/[ ] (2 June 80)

STAT